

INFORMATION BULLETIN

JOB TRAINING PARTNERSHIP ACT

Number: B97-90

Date: February 4, 1998
Expiration Date: 12/31/98
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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
JTPD STAFF

SUBJECT: WELFARE-TO-WORK (WtW) INTRODUCTION AND OVERVIEW

This is to announce the Capacity Building Unit of the Job Training Partnership Division (JTPD) will provide Welfare-to-Work (WtW) Introduction and Overview training. This one-day session is designed for Service Delivery Area (SDA) practitioners and other partners who will be administering WtW. The training course will examine the major elements such as program purpose and administrative requirements.

The training session is scheduled for Tuesday, March 31, 1998, and is limited to 25 participants. It will be take place at the Employment Development Department's Park Complex East, Aspen Room, 750 N Street, Sacramento CA, 95814, from 9:00 a.m. to 4:00 p.m. In accordance with Directive D95-8, travel cost will not be reimbursed by the JTPD. Depending on demand, a second class may be scheduled in Sacramento.

Since available training resources are very limited for WtW, opportunities to host this class on a regional basis are currently limited. If your SDA is interested in hosting this training, please indicate your desires on the attached training request form. Also, please note: this training session provides a basic overview of WtW administrative requirements.

If you have any questions, please contact Luis Sepulveda at (916) 653-5244.

/S/ BILL BURKE
Acting Assistant Deputy Director

Attachment

**Welfare-to-Work
TRAINING REQUEST FORM**

This form should be completed and faxed to:

Employment Development Department
Job Training Partnership Division
Capacity Building Unit
Attn: Luis Sepulveda
Telephone: (916) 653-5244
FAX: (916) 654-9586 or 654-9657

Welfare-to-Work training is requested for the following individuals:

Name: _____ Name: _____
Phone: _____ Phone: _____

This form may also be used to request Welfare-to-Work (WtW) training from the Job Training Partnership Division's Capacity Building Unit (CBU). The CBU will provide the trainer(s) for the one day course, as well as the applicable training materials, at no charge to the Service Delivery Area (SDA). In return, the host SDA agrees to provide a list of attending participants to the CBU two weeks in advance of the training date and provide adequate facilities for the class.

Class size is limited to 25 participants.

Please indicate below your choice for potential training dates. These should reflect a minimum of 60 days lead time (from submitting this form) to allow for adequate planning.

1st date _____ 2nd date _____ 3rd date _____

Please indicate the person you would like us to contact regarding confirmation of your selected dates and arrangements for the training.

Name: _____

Telephone: _____

FAX: _____

SDA: _____

Address: _____